

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120005-9

REPORTS INVENTORY

IDSS=1 100.22

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

2. TYPE
OF
REPORT☒

STATISTICAL

NARRATIVE

MACHINE-NAME LISTING

WEEKLY ACTIVITY

3. FUNCTIONAL AREA

PERSONNEL

☒ LOGISTICS

MEDICAL

TRAINING

SECURITY

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

WEEKLY

6. DISTRIBUTION (No. of components not
number of copies)

3

7. FORMAT (memorandum, form
computer print-out, etc)
FORM

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level
contributing information to report)

OL/SD/SMB/IDSS

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS 8	\$4.31	1		\$4.31	52		\$224.12
GS 5	3.15	5 Min.		.25	52		13.00

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$237.12

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.Established by C/SMB to reflect current weekly workload status within section.
Provides number of requisition line items received, processed, and backlogged.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

22 September 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

☐ STAT

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